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**From:** Piro, Peter (DPH)  
**Sent:** Thursday, November 04, 2004 10:04 AM  
**To:** Saunders, Della (DPH); Lawler, Michael (DPH); Khan, Annie (DPH); O'Brien, Elisabeth (DPH)  
**Cc:** Piro, Peter (DPH); Salemi, Charles (DPH)  
**Subject:** GC/MS Tuning 11-4-04

This is a reminder to all personnel to check for air leaks on the GC/MS instruments prior to tuning by performing a spectrum scan. Please see the training manual for the proper tuning procedure. This procedure is intended to proactively involve the operator in determining if an air leak exists. An air leak can be detected from a tune report but it can also be missed as an oversight. Checking for air leaks prior to tuning is also a time saving measure as it prevents one from re-tuning. Air leaks are detrimental to the system as it greatly reduces column and filament longevity.

I also want to remind the staff to tune the instrument on the method that will be used during the sequence. This is especially true for routine cocaine/heroin runs where only one method (Drugs.m) is used. If Drugs.m is not the default method, load Drugs.m and then perform a tune. For a sequence using multiple methods, load Genscn.m and tune on that method.